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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 25, 2010

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

BOARD POLICY REVIEW – 3.025: OFF-PEAK DELIVERY OF COMMODITIES

Based on the request of the Executive Officer of the Board of Supervisors, the Chief Executive Officer (CEO), in collaboration with the Internal Services Department (ISD) and County Counsel, has reviewed Board of Supervisors' Policy 3.025 – Off-Peak Delivery of Commodities. The Policy establishes County criteria and procedures to be used in encouraging vendors doing business with Los Angeles County to schedule deliveries, pickups, and other required vehicle trips during off-peak hours as a means of reducing congestion and vehicular emissions during morning and afternoon commute periods.

Primary responsibility of this Policy is being transferred from the CEO to ISD and is reflected in the attached revision. Attached are two versions of the revised Policy; one identifying the changes and one clean version. We recommend the sunset review date be extended four more years to June 30, 2014.

If you have any questions regarding this memorandum, please contact James Hazlett at (213) 974-1148 or jhazlett@ceo.lacounty.gov.

WTF:BC:MKZ
FC:JH:pg

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

2010-05 – 05-25-10 Board Policy Review – 3.025 Off-Peak Delivery of Commodities

"To Enrich Lives Through Effective And Caring Service"

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Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.025	Off-Peak Delivery of Commodities	08/29/06

PURPOSE

Establishes County criteria and procedures to be used in encouraging vendors doing business with Los Angeles County to schedule deliveries, pickups, and other required vehicle trips during off-peak hours as a means of reducing congestion and vehicular emissions during morning and afternoon commute periods.

REFERENCE

October 25, 2005, Board Order 10

August 29, 2006, Board Order 20

POLICY

It is the policy of the Board of Supervisors that County departments promote off-peak deliveries and pickup of all commodities by County vendors between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled County business days. The purpose of this policy shall be to reduce vehicle trips and vehicle emissions during the morning and afternoon commute periods. For purposes of this Board Policy, the trip shall be deemed to be compliant if the actual time of delivery provides for arrival at the County facility or location on or after 9:00 a.m. and the delivery or pickup is initiated at the County facility or location on or before 3:30 p.m.

I. Solicitation Documents/Contract Awards

The Internal Services Department (ISD) shall include language in solicitation documents for the acquisition of commodities, as appropriate, that acknowledges the Off-Peak Delivery of Commodities Board Policy. Subsequent contract awards for commodities shall include language that requires each vendor, unless otherwise instructed by authorized County department personnel, to confer with County departments to schedule, as appropriate, regularly planned trips to County facilities and locations between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday.

County departments shall be responsible for determining the need to include similar language in agreements utilizing the department's delegated authority for services that contemplate regular deliveries to County facilities.

II. County Department Responsibilities – Delivery and Pickup Scheduling

County departments shall promote the Off-Peak Delivery of Commodities Board Policy by ensuring that vendors comply with mutually agreed upon schedules related to off-peak deliveries and pickups. Departments, as needed, shall advise ISD of any ongoing violations of any specific terms related to off-peak deliveries that are included in contract awards.

County departments co-located at facilities that are serviced by the same vendor shall make every effort to coordinate off-peak deliveries and pickups between the vendor and other County departments at the facility.

Emergency, special orders, and other non-conforming deliveries and pickups specifically requested by County departments **shall not** constitute a violation of the Board Policy. In addition, circumstances documented by the vendor to the satisfaction of the affected County department that are outside of the control of the vendor that preclude adherence to the Board Policy **shall not** constitute a violation of the Board Policy.

If circumstances related to department operations preclude regularly scheduled deliveries between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, the department shall notify the vendor of any exception(s) allowable under the Board Policy. If such circumstances are permanent in nature, the department shall notify ~~the Chief Executive and~~ ISD of their intent to exclude the affected contract(s) and/or commodities from the provisions of the Board Policy.

County departments doing business with non-commodity related vendors that schedule regular trips to County facilities shall, to the extent feasible and appropriate, encourage such vendors to schedule such trips to their facilities between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled business days.

RESPONSIBLE DEPARTMENT

~~The Chief Executive Office~~ The Internal Services Department shall provide oversight for the Off-Peak Delivery of Commodities Board Policy. The Internal Services Department ~~Chief Executive Office~~ shall coordinate the implementation of the Board Policy with the ~~Internal Services Department~~ Chief Executive Office and other affected County departments to ensure effective operation of the program.

DATE ISSUED/SUNSET DATE

Issue Date: August 29, 2006

Sunset Review Date: June 30, 2010



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Issue Date: August 29, 2006

Sunset Review Date: June 30, 2010

Revised Date: _____ XX, 2010

Sunset Review Date: June 30, 2014